

## Ten Tips to Jump-Start Writing Your Book Part 2

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Friday, 05 September 2008  
Last Updated Saturday, 08 November 2008

A simple 10 step writing plan to get you started writing your book. This second article in a two part series provides the last five tips you need to get your book finished.

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A simple 10 step plan to get started writing your book!

It's not procrastination. You are more than ready to start your book. How does one start, you may ask? You may just need a simple plan to get started writing your book. Here's ten tips to jump-start writing your book to completion:

6. Write your publishing goals down for your book.

Will you self-publish or shop for a traditional publish. There are serious pros and cons for either method. Find out the differences so you can make an educated choice that suits you. If you are self-publishing, consider the POD technology for your book. There are lots of good choices that will publish your book for you at an affordable price. If you are opting for a traditional publisher, invest in one of the current market guides and research the best fit for your work. It raises your chances considerably if you know what kind of manuscripts a particular company is looking for.

7. Organize your book files.

Researchers say we waste over 150 hours a year looking for mislaid information. Develop an organization method that fits you. For example, to save time and get organized you can create a master folder with your book's title. Inside, keep a separate file for each chapter. Assign each chapter a short title that will make sense later. If you don't have a title then assign names by topic. Put research notes or resources in each chapter named folder. Make a how-to folder as well, such as short-key notes, style or formatting notes. With this system you can manage multiple projects easily. Stop wasting time with disorganized, unfinished projects that don't produce and help you get your message out in excellence.

8. Write down your chapter's format.

Readers enjoy easy-to-read maps to guide them through your book. They love consistency. It is disconcerting and unprofessional if you change formats throughout the book. In non-fiction books, each chapter should be similar length and have same sections or categories. To make your chapters come alive, use engagement tools such as anecdotes, human stories, sizzling headings, photos, maps, graphs, exercises, short tips. Readers enjoy easy-to-read side bars in boxes.

9. Write the back cover as sales message before you write your book.

This benefit driven outline helps give your book direction and helps you focus on what's really important to your readers. Most books will only allow for 50-75 words. That gives you about 8-20 seconds to impress your prospective buyer. Make this message passionate. Include only what sells: reader and famous testimonials, a benefit driven headline to hook the reader to open the book and read the table of contents, and bulleted benefits.

10. Create an inspiration cover in your book's early stages.

Keep it by your desk to inspire you. Book covers are the number one selling point of a book. You have about 4-10 seconds to impress your audience to buy. Browse the bookstores and the internet to get a few ideas. Study the covers best suited for your audience. Choose colors that attract them. Blue and red work well for business books. Aqua, yellow, and shades of red work for personal growth books. Writing a book is a journey. Most journeys go so much smoother

with a map or travel plan. Taking the simple steps above will get you started and keep you going to completion. Start today then complete and release your significant message to the world.

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